

REDEVELOPMENT ADMINISTRATOR

DISTINGUISHING FEATURES

The fundamental reason the Redevelopment Administrator exists is to plan, organize and manage all operations and functions of the Redevelopment and Urban Design Studio. Directs management and professional staff members' accomplishments toward organizational objectives. This classification is supervisory. Work is performed under independent supervision by the City Manager.

ESSENTIAL FUNCTIONS

Oversees professional project managers, project coordinators, and administrative support staff in support of achieving organizational goals. Establishes long range goals and objectives. Trains assigned personnel. Communicates goals; develops plans and measurements for evaluation; evaluates performance of management personnel; investigates and follows up on complaints or disciplinary actions. Observes and monitors performance to determine compliance with prescribed operating standards.

Personifies individual leadership qualities and promotes shared responsibility, teamwork, and continuous improvement of methods and procedures contributing to the successful implementation of Redevelopment projects. Studies complex administrative and technical issues and recommends innovative solutions in report form and verbally to upper management. Communicates and listens effectively with staff members, outside agencies and citizens in a face-to-face setting or by telephone. Establishes and maintains effective working relationships with co-workers, consultants, contractors, developers, citizens, City Council and top management staff.

Coordinates overall project activities with other divisions and departments to assure efficient operations and implementation of Redevelopment projects that meet established goals and objectives. Uses graphic instructions, such as blueprints, schematic drawings, layouts, and other visual aids. Strives for ways to accomplish objectives through innovative management techniques.

Supervises the preparation of annual financial reports. Reviews and approves budgets and five year plans using skills necessary to be a leader in an ever-changing environment.

Oversees the Urban Design Studio programs and events to assure implementation of goals and objectives. Administers the Designer-in-Residence program.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Urban planning, project negotiation, redevelopment law, and economics.

Ability to:

Operate a variety of standard office equipment, including a personal computer and a variety of computer software that requires continuous and repetitive eye and arm or hand movement. Lift and transport materials including maps, blueprints, bid packages weighing between 20-50 pounds both short and long distances.

Understand and interpret city development ordinances, stipulations, codes, policies and procedures, and understand the logic behind them.

Identify issues and concerns during negotiations of redevelopment agreements and develop

solutions to bring them to completion.

Direct professional staff in the programming of the Urban Design Studio.

Communicate effectively both verbally and in writing.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in Urban Planning or in a related field with eight years or more experience in a responsible management position.

FLSA Status: Exempt

HR Ordinance Status: Unclassified